

Government of the District of Columbia

FY 2005 Proposed Budget
and Financial Plan

Operating Appendices

***Education, Public Safety and
Opportunity for All***

Submitted to the

Council of the District of Columbia

by

Anthony A. Williams

Mayor of the District of Columbia



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**District of Columbia Government
District of Columbia**

For the Fiscal Year Beginning

October 1, 2003

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the District of Columbia for its annual and capital budget for the fiscal year beginning October 1, 2003.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria of a policy document, a financial plan, an operational guide and a communications device.

The award is the fourth in the history of the District of Columbia, and is valid for a period of one year. The Office of Budget and Planning will submit the FY 2005 Budget and Financial Plan for consideration by GFOA, and believes the FY 2005 Proposed Budget and Financial Plan continues to conform to the GFOA's requirements.

Government of the District of Columbia

Anthony A. Williams
Mayor

Robert C. Bobb
City Administrator

Kelvin J. Robinson
Chief of Staff

Herbert R. Tillery
Deputy Mayor for Operations

Margret Nedelkoff Kellems
Deputy Mayor for Public Safety and Justice

Lori E. Parker
(Interim) Deputy Mayor for Children, Youth,
Families, and Elders

Eric W. Price
Deputy Mayor for Planning and Economic
Development

Natwar M. Gandhi
Chief Financial Officer

Members of the Council

Linda W. Cropp
Chairman

Harold Brazil	At Large
David A. Catania	At Large
Carol Schwartz	At Large
Phil Mendelson	At Large
Jim Graham	Ward 1
Jack Evans	Ward 2
Kathleen Patterson	Ward 3
Adrian Fenty	Ward 4
Vincent B. Orange Sr.	Ward 5
Sharon Ambrose	Ward 6
Kevin P. Chavous	Ward 7
Sandra Allen	Ward 8

Executive Office of the Mayor

Gregory McCarthy

Deputy Chief of Staff for Policy
and Legislative Affairs

Noel Bravo

Special Assistant and
Senior Advisor for Budget and Finance

Council of the District of Columbia

Arte Blitzstein

Council Budget Director

Office of the Chief Financial Officer

Lucille Dickinson

Chief of Staff

N. Anthony Calhoun

Deputy Chief Financial Officer
Office of Finance and Treasury

Anthony F. Pompa

Deputy Chief Financial Officer
Office of Financial Operations and Systems

Julia Friedman

Deputy Chief Financial Officer
Office of Research and Analysis

Dan Black

Deputy Chief Financial Officer
Office of Tax and Revenue

Jerry Malone

General Counsel

Cynthia Gross

Associate General Counsel

Monica Brown

Assistant General Counsel

Associate Chief Financial Officers

Steward Beckham

Public Safety and Justice

Barbara Jumper

Governmental Direction and Operations

Pamela D. Graham

Government Services

Henry Mosley

Economic Development and Regulation

Deloras Shepherd

Human Support Services

Office of Budget and Planning

Humberto O. Molina Jr.
Deputy Chief Financial Officer

Gordon M. McDonald
Associate Deputy Chief Financial Officer

Budget Formulation Division

Dallas Allen, Director
Justin Kopca, Deputy Director
Jason Orlando, Deputy Director

Human Services

Leah Burris
Sunday Okparaocha

Government Operations

Teri Allen, Branch Chief
Samira Askarova
Blaise DeFazio
Brent Johnson
William Powell

Education and Employment

Rasheed Dawodu
Amina Elzeneiny
John Parham

Public Works and Economic Development

Sherrie Greenfield, Branch Chief
Stacey Beason
Rodney Foxworth

Public Safety and Justice

David Hines, Acting Branch Chief
Ray Cooke
Anthony Devassy

Information Systems and Operations Division

John Nitz, Director

Data Management

Freeman Murray, Branch Chief
Stephen Durity
Walter Fraser

Financial Systems

Carlotta Osorio, Branch Chief
Robert Johnson
Darryl Miller
Sue Taing

Production

Margaret Myers, Manager
Alicia Gadsden
Carla Jackson
Sharon Nelson
Renee Waddy
Lakeia Williams

Administration

Gary Ayers, Branch Chief
Tasha Key

Budget Execution, Grants Management and Cost Analysis

James Spaulding, Director
Marissa Kuhn
Rebecca Shaw

Grants Management

Bill Bethel, Branch Chief
Marie Rogers

Budget Execution

Henry Wong, Branch Chief
Randall Myers
Ana Reyes

Strategic Budgeting and Capital Improvements Program

Kim Agosto, Director

Capital Improvements Program

Sohaila Alemi
Charlotte David
Omar Herzi
Linda Williams

Strategic Budgeting

Louise Wyatt, Acting Branch Chief
Nicole Heward
Diana Schneider
Christine Sivigny

FY 2005 Proposed Budget and Financial Plan
Operating Appendices

Table of Contents

How to Read the Operating Appendices

A. Governmental Direction and Support

Council of the District of Columbia (AB)	A-1
Office of the District of Columbia Auditor (AC)	A-7
Advisory Neighborhood Commissions (DX)	A-13
Office of the Mayor (AA)	A-19
Office of the Secretary (BA)	A-30
Customer Service Operations (CW)	A-44
Office of the City Administrator (AE)	A-53
D.C. Office of Risk Management (RK0)	A-69
D.C. Office of Personnel (BE)	A-75
Human Resources Development Fund (HD)	A-102
Office of Finance and Resource Management (AS)	A-108
Office of Contracting and Procurement (PO)	A-116
Office of the Chief Technology Officer (TO)	A-129
Office of Property Management (AM)	A-146
Contract Appeals Board (AF)	A-164
Board of Elections and Ethics (DL)	A-170
Office of Campaign Finance (CJ)	A-176
Public Employee Relations Board (CG)	A-182
Office of Employee Appeals (CH)	A-188
Metropolitan Washington Council of Governments (EA)	A-194
Office of the Attorney General of the District of Columbia (CB)	A-200
Office of the Inspector General (AD)	A-219
Office of the Chief Financial Officer (AT)	A-225
Emergency Purchase Card	A-249

B. Economic Development and Regulation

Office of the Deputy Mayor for Planning and Economic Development (EB)	B-1
Office of Planning (BD)	B-14
Office of Local Business Development (EN)	B-26
Office of Motion Picture and Television Development (TK)	B-35
Office of Zoning (BJ)	B-44
Department of Housing and Community Development (DB)	B-53
Department of Employment Services (CF)	B-87
Board of Real Property Assessments and Appeals (DA)	B-119
Department of Consumer and Regulatory Affairs (CR)	B-128
Alcoholic Beverage Regulation Administration (LQ)	B-150
Department of Banking and Financial Institutions (BI)	B-159
Public Service Commission (DH)	B-170

Office of the People's Counsel (DJ)	B-179
Department of Insurance and Securities Regulation (SR)	B-188
Office of Cable Television and Telecommunications (CT)	B-208

C. Public Safety and Justice

Metropolitan Police Department (FA)	C-1
Fire and Emergency Medical Services Department (FB)	C-23
Police Officers' and Fire Fighters' Retirement System (FD)	C-37
Department of Corrections (FL)	C-43
District of Columbia National Guard (FK)	C-65
District of Columbia Emergency Management Agency (BN)	C-74
Commission on Judicial Disabilities and Tenure (DQ)	C-87
Judicial Nomination Commission (DV)	C-96
Office of Citizen Complaint Review (FH)	C-105
Advisory Commission on Sentencing (FZ)	C-114
Office of the Chief Medical Examiner (FX)	C-123
Office of Administrative Hearings (FS)	C-136
Corrections Information Council (FI)	C-142
Criminal Justice Coordinating Council (FJ)	C-151
Forensic Health and Science Laboratory (FV)	C-160
Office of Unified Communications (UC)	C-166

D. Public Education System

District of Columbia Public Schools (GA)	D-1
Teachers' Retirement System (GX)	D-32
State Education Office (GD)	D-38
Public Charter Schools (GC)	D-63
University of the District of Columbia Subsidy (GG)	D-69
District of Columbia Public Library (CE)	D-75
Commission on the Arts and Humanities (BX)	D-94

E. Human Support Services

Department of Human Services (JA)	E-1
Child and Family Services Agency (RL)	E-33
Department of Mental Health (RM)	E-52
Department of Health (HC)	E-76
Department of Parks and Recreation (HA)	E-141
D.C. Office on Aging (BY)	E-166
Unemployment Compensation Fund (BH)	E-178
Disability Compensation Fund (BG)	E-184
Office of Human Rights (HM)	E-190
Office on Latino Affairs (BZ)	E-199
D.C. Energy Office (JF)	E-212
Children and Youth Investment Fund (JY)	E-226
Office of Asian and Pacific Islander Affairs (AP)	E-232
Office of Veterans' Affairs (VA)	E-241
Medicaid Reserve (MR)	E-250

F. Public Works

Department of Public Works (KT)	F-1
Department of Transportation (KA)	F-19
Department of Motor Vehicles (KV)	F-35
D.C. Taxicab Commission (TC)	F-53
Washington Metropolitan Area Transit Commission (KC)	F-62
Washington Metropolitan Area Transit Authority (KE)	F-68
School Transit Subsidy (KD)	F-74

G. Financing and Other

Debt Service (DS, ZD, ZA, SB, CP)	G-1
Settlements and Judgments (ZH)	G-30
John A. Wilson Building Fund (ZZ)	G-36
Workforce Investments (UP)	G-42
Tobacco Trust Fund (TT)	G-48
Non-Departmental (DO)	G-54
Emergency Planning and Security Fund (EP)	G-60
One-Time Expenditures (TE)	G-66
Tax Increment Financing (TIF) Program (TX)	G-71
Cash Reserve (CS)	G-77
Grant Disallowance (GR)	G-83
Equipment Lease (EL)	G-88
Emergency and Contingency Reserve Fund (SV)	G-94
Pay-As-You-Go Contingency Fund (CN)	G-100
Pay-As-You-Go Capital Fund (PA)	G106

H. Enterprise and Other Funds

Water and Sewer Authority (LA)	H-1
Washington Aqueduct (LB)	H-7
Storm Water (SW)	H-13
D.C. Lottery and Charitable Games Control Board (DC)	H-19
D.C. Sports and Entertainment Commission (SC)	H-40
District of Columbia Retirement Board (DY)	H-46
Washington Convention Center Authority (ES)	H-55
Housing Finance Agency (HF)	H-61
National Capital Revitalization Corporation (NC)	H-67
University of the District of Columbia (GF)	H-73
D.C. Personnel Trust (UV)	H90
D.C. Public Library Trust Fund (UW)	H-96
Unemployment Compensation Fund (UI)	H-102

FY 2005 Proposed Operating Budget:

Operating Appendices

How to Read the Operating Appendices

This document contains the following Operating Appendices schedules. These schedules have been formatted to match the CAFR. Appropriated Funds are reported as follows:

- ❖ General Fund
 - Local Funds (0100)
 - Other (“O”-Type) Funds (0600)
- ❖ Federal Resources
 - Federal Payments (0150)
 - Federal Grants (0200)
 - Federal Medicaid Payments (0250)
- ❖ Private Funds
 - Private Grants (0400)
- ❖ Intra-District Funds
 - Intra-District Funds (0700)

Appropriated Fund codes are in parenthesis.

- 1) **Schedule 30** provides information on the funding levels for each responsibility center within a control center. Control centers are large functional divisions. Responsibility centers are, in most cases, similar to programs. **Schedule 30** lists responsibility centers below their control centers. Also, each control center and responsibility center has an identification code. Control centers and responsibility centers have a four-character alphanumeric code. Schedule 30 also, includes FY 2004 funding by fund source, including:

- ❖ Local Funds
- ❖ Other (“O”-Type) Funds

- ❖ General Fund (Subtotal of Local and Other Funds)
- ❖ Federal Resources
- ❖ Private Funds
- ❖ Intra-District Funds

- 2) **Schedule 30-PBB** provides the same information as the **Schedule 30**, but by activities and programs. **Schedule 30-PBB** lists activities below their programs. This schedule is used by all Performance-Based Budgeting (PBB) agencies to reflect their FY 2004 Proposed Budget.

- 3) **Schedule 40** provides information by Comptroller Source Group (Object Class) data for each control center, by funding source for Gross Funds. These funding sources are:

- ❖ General Fund
- ❖ Federal Resources
- ❖ Private Funds
- ❖ Intra-District Funds
- ❖ Gross Funds

Comptroller Source Groups are categories of expenditures that include a breakdown of Personal services and Non-personal services.

Personal services categories include:

- ❖ Regular Pay (0011)
- ❖ Other Pay (0012)
- ❖ Additional Gross Pay (0013)
- ❖ Fringe Benefits (0014)
- ❖ Overtime Pay (0015)

Non-personal services categories include:

- ❖ Supplies and Materials (0020)
- ❖ Utilities (0030)
- ❖ Communications (0031)
- ❖ Rent (0032)
- ❖ Janitorial (0033)
- ❖ Security (0034)
- ❖ Other Services and Charges (0040)
- ❖ Contractual Services (0041)
- ❖ Subsidies and Transfers (0050)
- ❖ Land and Building (0060)
- ❖ Equipment (0070)
- ❖ Debt Service (0080)

4) **Schedule 40G** provides information by Comptroller Source Group (Object Class) data for each control center, by funding source for the General Fund. These funding sources are:

- ❖ Local Funds
- ❖ Other (“O”-Type) Funds
- ❖ General Fund

(This total equals the General Fund total on the **Schedule 40**)

- 5) **Schedule 40-PBB** provides the same information as the **Schedule 40**, but by Comptroller Source Group for each program for Gross Funds. This schedule is used by the all Performance-Based Budgeting (PBB) agencies to reflect their FY 2004 proposed budget. (Agencies that converted to PBB in FY 2003 also show their FY 2003 Approved Budget on this schedule)
- 6) **Schedule 40G-PBB** provides the same information as the **Schedule 40G**, but by Comptroller Source Group within programs for the General Fund. This schedule is used by the all Performance-Based Budgeting (PBB) agencies to reflect their FY 2004 proposed budget. (Agencies that converted to PBB in FY 2003 show their FY 2003 Approved Budget on this schedule)
- 7) **Schedule 41** provides Comptroller Source Group information for budget and FTE by fund type at the agency level for Gross Funds.
- 8) **Schedule 41G** provides Comptroller Source Group information for budget and FTE by fund type at the agency level for the General Fund.
- 9) **Schedule 80** provides funding source information at the agency level for budget and FTE. This report details Grants (Federal and Private) and specific “O”-Type and Intra-District Funds.